



**Contract:** \_\_\_\_\_

## Annual Contract Instructor Proposal Form • 2013

**FORM MUST BE COMPLETELY AND ACCURATELY FILLED OUT.** INCOMPLETE FORMS WILL BE REJECTED AND MUST BE RESUBMITTED BY DUE DATE. NO EXCEPTIONS. SUBJECT TO: DEPARTMENT APPROVAL, VERIFICATION OF TIME, DATE AND LOCATION AVAILABILITY.

Class Title :					
Day	Complex/Facility	Start Time	End Time	Instructor	Section
Class Description for Community Services Guide and online registration. Maximum 50 words (excluding language for materials fees.)					
Barcode	# Weeks	Start Date	End Dates	Dates Excluded	Fees
A					
B					
C					
D					
E					
F					
G					
Number of Participants		Age Limits	Notes:		
Minimum:      Maximum:	To				

Contact Information:		
Name:	Address:	Phone (Home):
Phone (Cell):	Phone (Work):	Email Address:
Assistant One Name:		
Assistant Two Name:		
<p><small>IMPORTANT INFORMATION – By signing this form, I understand and accept the following: This form must be completely and accurately filled out for each class being proposed. Incomplete forms will be rejected and must be resubmitted by the due date - no exceptions. Proposals received and/or approved after the due date will not be included in the Community Services Guide. Staff reserves the right to recommend edits to class descriptions that appear in the Community Services Guide. Proposals are subject to department approval and verification of date/time/facility availability.</small></p>		
Signature_____		Date_____

For multiple classes use the back of this form.

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